



Peace Corps Kyrgyz Republic

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PEACE CORPS KYRGYZ REPUBLIC TRAINING MANAGER

Statement of Work

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| Immediate Supervisor: | Director of Programming and Training (DPT) |
| Coordinates with: | Director of Management and Operations (DMO), Program Managers, Cashier, and General Services Officer (GSO) |
| Duty Stations: | Peace Corps Office in Bishkek, Training Sites outside Bishkek |
| Normal Hours of Work: | 40 hours/week, Monday – Friday, 8:30AM - 5:00PM |
| Position Summary: | Under the supervision of the Director of Programming and Training (DPT) and in coordination with the Program Managers (PMs) , the Training Manager is responsible for the design, management, and implementation of all training events, including Pre-Service Training (PST) and In-Service Trainings (IST), for Peace Corps/Kyrgyz Republic. The Training Manager acts as the lead trainer, coordinator, and administrator responsible for all training project activities, budgets and logistics. She/he is responsible for directing, monitoring and evaluating Trainee and Volunteer learning, helping training staff prepare sessions and giving them feedback from Trainees/Volunteers. She/he ensures training provided to Volunteers and Trainees meets the overall goals and needs of the PC/Kyrgyz Republic programs. |

Training Management Overview

Oversees the implementation and smooth operation of all Pre-Service Trainings (PSTs) and (In-Service Trainings (ISTs) for Peace Corps/Kyrgyz Republic. Program Managers and other staff may be designated as the primary facilitators for certain training events according to Post needs and resources.

Training Design

- Stays abreast of training advances in the field and on development issues in the Kyrgyz Republic. Shares with Program and Training staff on a regular basis. Suggests staff professional development ideas to DPT that would enhance staff training capabilities.
- Develops or collects from Program Managers and presenters final drafts of training designs for all PC/Kyrgyz Republic PSTs, ISTs, and conferences, incorporating the use of PC Programming and Training principles. Meets with the Program Managers well in advance of the training event to discuss topics, speakers, integration of training components, core competencies and session design development. Ensures that overall learning goals of training events are defined for contractors and that training designs as well as individual session designs are consistent with the principles of adult education and other PC training philosophies.
- Reviews individual session design with presenters prior to session delivery and suggests adjustments as appropriate. Collects individual session designs from presenters and incorporates them into final training reports.
- Supervises and coordinates with Program Managers the development and/or modification of all training materials. Designs and facilitates training sessions as required by the needs of the Post.

- Ensures that a training materials library and files are developed and updated.
- Ensures the inclusion of relevant development issues throughout the training program, (i.e. Women in Development/Gender and Development (WID/GAD), instructional communications technologies (ICT), HIV/AIDS, the role of the Volunteer in development and alternative development theories etc.)
- Ensures that training information is incorporated into the Volunteer Assignment Descriptions (VADS), and that task analyses are incorporated into Project Plans.
- Coordinates an annual review of training operations, makes recommendations to the DPT, and coordinates implementation of training improvement plan.

Programmatic

- Serves as the lead facilitator, when assigned, for training conferences and events. Conducts training sessions as needed.
- Ensures the development and implementation of a training evaluation system for all training events. And intervenes when / where needed to make needed adjustments. Conducts regular training program evaluation meetings (at least weekly during PSTs) with training staff and submits written or oral training reports to DPT on weekly or bi-weekly basis.
- Oversees the development of a PST Report, documenting PST planning, lessons learned, session designs for each program area, etc. The Report should be completed within thirty (30) days after the PST and submitted in hard copy and diskette form to PC/Washington, the Country Director (CD), the DPT and other relevant PC/Kyrgyz Republic staff.
- Develops and implements a trainee assessment process for PST. Reports to CD, PTO, and Program Managers on the progress of all Trainees and makes specific recommendations in writing concerning whether or not individual Trainees should be sworn-in as Peace Corps Volunteers (PCVs), providing supporting documentation. If necessary, prepares Trainee Early Termination Reports for review and approval by the CD and DPT.

Logistics

- Works with Director of Management and Operations (DMO), or designee, and Director of Programming and Training (DPT) to develop standard procedures for training program logistical support.
- Serves as principal Office liaison to all training staff during training events, and ensures the participation of host country sponsors, officials, in-country resource speakers; and as appropriate Country Director (CD), DPT, Program Managers, and PC Medical Officers (PCMO) in all training events.
- In collaboration with the PCMOs and Program Managers, develops the process and criteria for the selection of host families during PST.
- Coordinates with the Program Managers to ensure that all Volunteers are notified of training events well in advance and have appropriately responded.
- Coordinates with the Programming and Training staff to ensure that printed materials and texts are prepared, duplicated, and organized prior to training events.
- Coordinates with the GSO to make logistical arrangements for PSTs, ISTs, and Volunteer Conferences (i.e. travel and accommodation bookings).
- Investigates and identifies all sites for PSTs, ISTs, and other training events and works with GSO to ensure that all necessary facilities and resources are adequately prepared well in advance of the event.
- Develops and maintains an inventory of all training equipment and materials for training events, and works with the Administrative Unit (GSO) to insure that supplies and equipment get to and from training sites. Verifies inventory at the end of each PST. With GSO, conducts an annual comprehensive inventory of training equipment and materials for submission to the GSO.
- Plans meals at training events that are balanced and healthy, and ensures that there is a steady supply of clean drinking water available. Works with PCMO to be sure site facilities meet health requirements.

Financial & Administrative

- Coordinates with the DPT and DMO to develop the annual PST and IST budgets, and a detailed budget for all training events. Monitors budget expenditures for training-related activities and supplies.
- Manages a financial disbursement system for PST; oversees a daily cash count and reconciliation; ensures expenditures are properly documented and tracked; submits regular replenishment reports and receipts to the Administrative Unit.
- Maintains appropriate administrative documentation such as vehicle logs, staff overtime sheets, and supply inventories as requested by the DMO.
- Required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer, or designee. The Training Manager will not function as a procurement official but will only act as an intermediary between the Contracting Officer and the vendor. The Training Manager will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer or designee.

Contractor Management

- Sets a positive tone and ensures that all training staff are clear on their roles and responsibilities at the outset of training events. Provides leadership and direct supervision of all Training/contract staff at the training site; stimulates teamwork and serves as an experienced training resource/mentor for the training staff.
- In collaboration with the DPT, Program Managers, and DMO, hires PST Staff (Homestay Coordinator, Technical Coordinator(s), Language and Cross-Cultural Facilitators and other staff as necessary) in advance of the PST. In coordination with DPT and DMO, develops and reviews Statements of Work (SOWs,) and terms and conditions of contracts with locally hired contractors. Coordinates the recruitment, selection, and hiring process for in-country training contractors.
- Reviews with all training contractors the expected standards of performance, reporting requirements, lines of authority, lines of communication and the contractor evaluation process.
- With DPT, designs and conducts Training of Trainer (TOT) Workshops for PST and IST core staff prior to the start of the PST and IST. Ensures that the trainers understand Peace Corps policies, staff performance standards and training designs.
- Oversees and evaluates training contractor performance; maintains records of contractor evaluations for future hiring consideration.

Volunteer/Trainee Support

- Provides expertise and leadership in counseling Volunteers and Trainees regarding community entry, personal development, and cultural adjustment issues and actively serves as a cultural guide/informant.
- Conducts occasional site visits to Volunteers as directed by the DPT and in coordination with the Program Managers. Visits local officials, supervisors, and PCVs at their sites to keep current on the realities of Volunteer's work to enhance Training activities.
- Deals with PCT/PCV problems as they arise during training events (involving host family issues, cultural adjustments, relationships, counterpart problems, etc.) using counseling skills and taking administrative actions as needed. Involves other Staff, such as PCMOs, as appropriate.
- Immediately notifies the PCMOs in cases where a PCV/PCT becomes sick, injured, or depressed.

Organizational Support

- Actively participates as a professional member of the Senior Staff and Programming and Training Unit (PTU) team of Peace Corps/Kyrgyz Republic. Adheres to Peace Corps policies and guidelines, and advises the DPT and Senior Staff on ways to improve overall operational efficiency and effectiveness.

- Functions as member of the Staff of Peace Corps/Kyrgyz Republic in local meetings, discussions, activities, and decisions which concern the relevant country program.
- Participates in seminars, conferences regional and sub-regional training conferences in and outside the Kyrgyz Republic to maintain/improve training and management skills.
- Advises the DPT and Peace Corps Senior Staff on matters which might affect PC work, productivity, relationships, and effectiveness within PC/Kyrgyz Republic.

Safety and Security (*integrated into other functions*)

- Ensures the inclusion of specific sessions related to Safety and Security (S&S) into all PSTs and ISTs.
- Carefully researches the local safety and security climate when selecting training sites. Works closely with the S&S Coordinator and other relevant PC/Kyrgyz Republic staff to develop a PST Emergency Action Plan which details contingencies in the event of an abrupt change in the S&S climate during PST.
- Becomes acquainted with and abides by Post Emergency Action Plan, Incident reporting, relevant protocols and other post specifics.
- Immediately and without prompting reports safety incidents and/or issues which pertain to the security of Volunteers, Trainees, Staff, or PC property.
- Acts as the Duty Officer periodically and fulfills Duty Officer responsibilities
- Abides by PC manual sections related to PCV safety and security, such as MS270 and MS350.
- Attends Duty Officer and other S&S trainings